

Before the Board of Public Works and Safety
City of Charlestown, Indiana

Resolution 2021-R-04

Amending Resolution 2012-R-2

This Resolution supersedes and rescinds Resolution 2000-R-11, Resolution 2009-R-9, and Resolution 2012-R-2

Whereas, the Board of Public Works for the City of Charlestown acts by ordinance as the purchasing agent for the City of Charlestown, Indiana, and

Whereas, the Board of Public Works for the City of Charlestown recognizes the expenses incurred by certain city officials in the performance of their duties, and

Whereas, the Board of Public Works for the City of Charlestown deems it necessary to authorize the use of credit cards to pay for said expenses, and

Whereas, the Board of Public Works for the City of Charlestown must open and authorize credit card accounts as it deems necessary to perform operations of the City,

NOW, THEREFORE, BE IT RESOLVED by the Board of Public Works for the City of Charlestown, Indiana

- A. The Mayor, Clerk Treasurer, and other employees approved by the Board of Public Works for the City of Charlestown are duly authorized to utilize credit card accounts issued and to be billed to the City of Charlestown.
- B. The use of said credit card accounts shall be restricted to expenses incurred for:
 1. Travel, lodging, and meals while in performance of the duties of office.
 2. Vehicle rental and/or fuel to be utilized while in performance of the duties of office.
 3. Purchase of materials, tools, equipment, services, or other items needed to perform the duties of office.
 4. Purchase of materials, tools, equipment, services or other items needed to perform beautification efforts by the Charlestown Beautification Committee.
- C. The Office of the Clerk Treasurer shall be responsible for establishing an accounting system, which sets standards for the funding, distribution, and records keeping of each credit card account.
- D. All receipts for purchases made with credit card accounts shall be submitted to the Clerk Treasurer for processing within seven (7) business days of the purchase date and shall

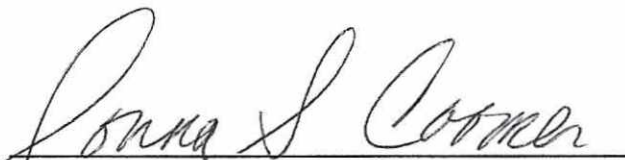
be properly itemized, authorized, and documented as provided in IC 5-11-10 before approval and payment. Each credit card account will be paid in full every billing cycle. Improperly itemized or documented items and items purchased for which receipts or documentation are not provided shall become the personal responsibility of the employee who made the purchase. Any interest, fees, penalties, or taxes incurred on eligible expenses due to late submission of documentation or improper authorization by the purchaser will be the personal responsibility of the employee who made the purchase. Items that fail to meet internal audit and resolution requirements as outlined will be billed to the employee responsible for the purchase and may be paid via personal check, charging against the employee's city wages, or other means including wage garnishment.

E. Where applicable, the Board of Public Works authorizes the payment of annual fees associated with the credit card accounts.

ALL OF WHICH IS RESOLVED ON THE 7th day of April, 2021.

	AYE	NAY
 _____ Treva Hodges, Mayor (President of Board)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 _____ Gwen Moser	<input type="checkbox"/>	<input type="checkbox"/>
 _____ Ernie Thompson	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attest:



Donna Coomer, City Clerk/Treasurer